

TITLE VI PROGRAM



**State of Louisiana
Department of Transportation
and Development**

2010

Title VI Plan



***LOUISIANA DEPARTMENT OF TRANSPORTATION AND
DEVELOPMENT***

Compliance Programs Office

Table of Contents

Title	Page No.
Policy Statement	
Authorities	
Assurances	
Program Administration	
Organization and Staffing Chart	
Title VI Program – Duties and Responsibilities	
Title VI Program - Interdisciplinary Team	
Program Areas Appointing Authorities Duties and Responsibilities	
Monitoring Procedures	
Annual Review Form – Program Areas	
Annual Review Form – Local Agencies	
Annual Review Form – Metropolitan Planning Organizations	
On-Site Review Process	
On-Site Review Checklist	
Nondiscrimination Complaint Procedure	
LADOTD Nondiscrimination Complaint Form	
Limited English Proficiency Program	
Environmental Justice	
LA DOTD Notice To Public	
ADA/Section 504 Requirements	
Annual Reporting Requirements	
FHWA Annual Summation Report	
HBCU's Annual Report	

Metropolitan Planning Organizations

Louisiana Mayors and Cities

Historically Black Colleges and Universities (HBCU's)

Appendices – Clauses

Appendix 1 – Agreements/Contracts

Appendix 2 – Real Estate

Appendix 3 – Deeds, Licenses, Leases, Permits, etc.

Policy Statement

The Louisiana Department of Transportation and Development (LADOTD) assures that no person shall on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs or activities. LADOTD assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not (inclusive of additional Title VI Authorities and citations).

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractor/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

LADOTD will be responsible for initiating and monitoring Title VI activities, preparing required reports and other LADOTD responsibilities as required by 23 Code of Federal Regulation, (CFR) 200 and 49 Code of Federal Regulation 21.

In the event the LADOTD distributes federal aid funds to sub-recipient, the recipient will include Title VI language in all written agreements/contracts and will monitor for compliance.

Sherri Lebas
Secretary, Louisiana Department of
Transportation and Development

Date

TITLE VI ASSURANCES

The Louisiana Department of Transportation and Development (LADOTD) (herein after referred to as the Recipient) HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent 'directives, no person in the United States shall, on the grounds of race color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations, a copy of which is attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its *Federal-aid Highway Program*:

1. That the Recipient agrees that each "program" and each "facility as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all *Federal-Aid- Highway Program* and, in adapted form in all proposals for negotiated agreements:

The LADOTD, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidden that it will affirmatively insure that in any contract entered into pursuant to this Advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3. That the LADOTD shall insert the clauses of Appendix 1 of this assurance in every contract subject to the Act and the Regulations.
4. That the LADOTD shall insert the clauses of Appendix 2 of this assurance, 'as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.

5. That where the LADOTD receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the LADOTD receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the LADOTD shall include the appropriate clauses set forth in Appendix 3 of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the LADOTD with other parties: (a) for the subsequent transfer of real property acquired or improved under *Federal – Aid - Highway Program*; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under *Federal – Aid – Highway Program*.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the *Federal–aid–Highway Program* and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the *Federal–aid–Highway Program*. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Dated _____

by _____
Authorized Official

Title VI Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any programs or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21).

Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S. 557] March 22, 1988).

Environmental Justice (EJ) (Executive Order 12898) addresses disproportionate adverse environmental, social and economic impacts that may exist in communities, specifically minority and low-income populations.

Limited English Proficiency (LEP) (Executive Order 13166) addresses access to services for persons whose primary language is not English and who have limited ability to read, write, speak or understand English.

The 1970 Uniform Act (42 U.S.C. 4601) prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of Federal financially assisted programs or activities.

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 790) prohibits discrimination based on a handicap/disability.

The Federal Aid Highway Act of 1973 (23 U.S.C. 324) prohibits discrimination based on gender.

The Age Discrimination Act of 1975 (42 U.S.C. 6101) prohibits discrimination based on age.

Additional Title VI Authorities and Citations Include:

Title VI of the Civil Rights Act of 1964, 42 United States Code 2000d to 2000-4; 42 United States Code 4601 to 4655; 23 United States Code 109(h); 23 United States Code 324; Department of Transportation Order 1050.2; Executive Order 12250; Executive Order 12898; 28 Code of Federal Regulations 50.3 (see also, Authorities and Citations Hand Book for additional information)

Program Administration

The Secretary of the Louisiana State Department of Transportation and Development (LADOTD) is responsible for ensuring the implementation of the department's Title VI Program. The Deputy Secretary, on behalf of the Secretary, is responsible for the overall management of the Title VI Program. The day-to-day administration of the programs lies with the Title VI Program Manager under the direct supervision of the Compliance Programs Director.

Organization and Staffing Chart

Title VI Program – Duties and Responsibilities

The Title VI Program Manager is charged with the responsibility for implementing, monitoring, and ensuring LADOTD's compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received by LADOTD.
2. Review statistical data collected (race, color, national origin, age, gender, LEP, disabilities, and income levels) of participants in, and beneficiaries of state highway programs, i.e., relocatees, impacted citizens, and affected communities. Review Environmental Impact Statements for Title VI and Environmental Justice compliance.
3. Conduct and/or assist in annual Title VI process reviews of program areas, cities, parishes, consultants, contractors, suppliers, universities, planning agencies, and other subrecipients of USDOT federal funds.
4. Review state programs directives in coordination with Title VI Liaisons for program areas and include Title VI language and related requirements.
5. Conduct training programs on Title VI and related statutes for state program officers, civil rights officials, and LADOTD subrecipients of federal funds.
6. Prepare the Title VI Annual Summation Report presenting the accomplishments for the past year and goals for the next year.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Conduct post-grant approval reviews of state programs and applicants for compliance with Title VI requirements; i.e., highway location, design and relocation, and persons seeking contracts with the state.
9. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary, all within a period not to exceed 90 days.
10. Provide technical assistance to subrecipients in the development of their Title VI Plan and assurances.

Title VI Program – Interdisciplinary Team

The Interdisciplinary Team consists of the Appointing Authorities in each of the Department's major program areas listed below. The team members through collaboration and coordination with the program unit are responsible for ensuring compliance, programs monitoring, reporting, and education within their respective programs and assist their program area's subrecipients.

This interdisciplinary approach to the program helps provide interaction and systematic communication throughout the Department and provides a stronger opportunity for the Department to fulfill Title VI responsibilities. The following are the Department's Program Areas serving as members of the Interdisciplinary Team:

Planning
Project Development/Design
Contract Services
 Consultant Contracts
 Contracts and Specifications
 Project Control
LA Transportation Research Center/Training (LTRC)
Environmental
 Public Involvement
Real Estate
Construction/District Operations
Public Transportation

The Title VI Program Manager meets quarterly with the team to discuss issues regarding programs implementation and compliance monitoring within the Department.

These individuals will assist the Title VI Program Manager in the investigation of complaints, compliance reviews, monitoring and responsibilities within their program areas, and assist when needed the Department's subrecipients of federal funds through their program areas.

Program Areas Appointing Authorities Duties and Responsibilities

Planning

A. Transportation Planning Office

The Transportation Planning Office is responsible for the development of the Long Range Statewide Transportation Plan and the periodical updates of this plan. In addition this office also develops the Statewide Transportation Improvement Program as required by the Federal Highway Administration. This office also develops the Highway Priority Program as required by the Louisiana Legislature.

B. Operational Guidelines

23 CFR 450

State Statutes

Guidelines developed by the LADOTD

C. Planning Process

A comprehensive planning process is used which incorporates input from the public, Metropolitan Planning Organizations, Regional Transportation Planning Organizations, and other share holders. The process also entails the monitoring and collection of data pertaining to transportation issues.

D. Title VI Responsibilities

- Ensure that all aspects of the planning process comply with the provisions of Title VI.
- Ensure public involvement in the development of the plan in compliance with Title VI.
- Assist the Title VI Program Unit in gathering and organizing the Planning portion of the Annual Title VI Update Report.
- Review the Transportation Planning Office's work program, MPO Procedures and other directives to ensure compliance with Title VI.
- Attend MPO public meeting to verify the level of participation of Title VI protected group members.
- Assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of sub recipients.

Program Areas Appointing Authorities Duties and Responsibilities

Contract Services Section

A. Contract Services Section

The Contract Services Section is located within the Engineering Division of the Louisiana DOTD, and is made up of administrative staff and three groups or “gangs”, each with specific program areas and responsibilities. The three groups are Consultant Contract Services, Contracts and Specifications, and Project Control. The Contract Services Section is responsible for:

- Maintenance of the Standard Specifications for Roads and Bridges used by the Louisiana DOTD,
- The production, advertisement and distribution of engineering and construction bidding and contract documents,
- Consultant selection and construction bidding, and
- Engineering and construction contract execution.

B. Operational Guidelines

The specific guidelines used by each group of the Contract Services Section are listed in the Operational Guidelines section for that group.

C. Contract Services Processes

A summary of the process used by each group of the Contract Services Section is listed in the process section for that group.

D. Title VI Responsibilities

The specific responsibilities of each group of the Contract Services Section are listed in the Title VI Responsibilities section for that group. All groups under the Section in addition to their listed Title VI responsibilities will assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of their sub recipients.

Consultant Contract Services

A. Consultant Contract Services Group

Consultant Contract Services (CCS) administers the procurement of all professional engineering consultant services, non-engineering professional services contracts and non-engineering consulting services contracts for DOTD. CCS prepares contracts for those services and processes all related contract actions and contract amendments. CCS is part of the Contract Services Section of the Louisiana DOTD.

B. Operational Guidelines

Consultant Contract Services Manual
23 CFR 172
LSA-R.S. 48:285-294
LSA-R.S. 39:1481-1526
LAC, Title 34, Part V

C. Consultant Selection Process

The selection of consultants for engineering and related services is governed under RS 48:285-294 and 23 CFR 172. The selection of non-engineering professional and consulting services is governed under RS 39:1481:1526 and LAC, Title 34, Part V.

D. Title VI Responsibilities

- Monitor compliance with DBE program requirements in engineering and related services contracts.
- Ensure that all federally funded engineering and related services contracts administered by CCS have the appropriate Title VI provisions included.

Contracts and Specifications

A. Contracts and Specifications Group

Contracts and Specifications is responsible for the preparation of construction bid proposals, addenda, and contract documents. Advertisement for construction bids is also coordinated by this group, as well as publication and maintenance of the *Louisiana Standard Specifications for Roads and Bridges*. Contracts and Specifications is part of the Contract Services Section of the Louisiana DOTD.

B. Operational Guidelines

23 CFR, Chapter 1
49 CFR, Part 26
FHWA Form 1273
LSA-R.S. 48, Roads, Bridges and Ferries
Louisiana Standard Specifications for Roads and Bridges
LSA-R.S. 38, Public Contracts, Works and Improvements

C. Contracts and Specifications Process

Contracts and Specifications operates primarily under 23 CFR, LSA-R.S. 48 and *Louisiana Standard Specifications for Roads and Bridges* to ensure that all applicable

federal and state laws and department specifications are followed for construction advertisement, and bidding/contract documents.

D. Title VI Responsibilities

- Coordinate DBE Goal Committee meetings to establish project specific DBE goals on Federal-Aid projects.
- Ensure that all standard Federal-Aid Construction Contract Provisions (which includes EEO, DBE, Davis-Bacon, etc.) are contained in bidding and contract documents.

Project Control

A. Project Control Group

Project Control is responsible for the distribution of construction proposals and addenda, construction bidding, and construction contract execution. Project Control is part of the Contract Services Section of the Louisiana DOTD.

B. Operational Guidelines

23 CFR, Chapter 1
LSA-R.S. 48, Roads, Bridges and Ferries
Louisiana Standard Specifications for Roads and Bridges
LSA-R.S. 38, Public Contracts, Works and Improvements
LSA-R.S. 37:2150-2173, Contractor Licensing Law
Louisiana State Licensing Board for Contractors Rules and Regulations

C. Project Control Process

Project Control operates primarily under 23 CFR, LSA-R.S. 48 and *Louisiana Standard Specifications for Roads and Bridges* to ensure that all applicable federal and state laws and department specifications are strictly observed so that a fair and competitive public bid process is used to determine and award to the lowest bidder on construction contracts.

D. Title VI Responsibilities

- Ensure that the construction public bid process is based solely on low bid, and is therefore nondiscriminatory.
- Ensure that all applicable laws and specifications in the public bid process are applied uniformly, exactly and without variation.
- Provide multiple methods for receipt of proposal requests, and for proposal, addenda and contract delivery to accommodate individual bidder needs and requirements, including telephone requests, walk-in service, facsimile and email transmission, internet posting, courier service delivery and certified U.S. mail.

Program Areas Appointing Authorities Duties and Responsibilities

LA Transportation Research Center/ Training (LTRC)

- A. The Louisiana Transportation Research Center (LTRC) is a cooperative research, technology transfer, and training center administered jointly by the Louisiana Department of Transportation and Development (DOTD) and Louisiana State University (LSU). The primary goal of LTRC is to improve the transportation system in both Louisiana and the nation by conducting research, disseminating information, and assisting state and local transportation agencies.

DOTD's LTRC's Technology Transfer and Training Office, oversees the majority of training in the department and is responsible for the development of research projects which include not only engineering. The training office plans, develops, and coordinates training activities for staff leadership and supervisory development as well as technical skills development.

- B. Operational Guidelines

The DOTD's Secretary's Policy and Procedure Manual (PPM) Number 59, Workforce Development, was issued on March 20, 2001 and revised on January 1, 2007. The purpose of this policy was to establish DOTD's philosophy regarding workforce development, create uniform policies and procedures for the training, and define the training programs required for the DOTD staff. LTRC Research Manual 2003 Edition.

- C. Training Process

DOTD recognizes that developing a workforce through structured training, professional development, continuing education, and on-the-job training is essential to maximize employee potential and provide qualified personnel crucial to the effective management of the transportation system. Training programs are designed to ensure workforce proficiency and knowledge, not to penalize career employees or hinder department operations. The department promotes an environment of continual learning and strives to improve and strengthen the basic skills of employees, as well as enhance worker preparedness to meet the future challenges of a more technical work environment.

The department provides training and related materials at no cost to the individual employee, and whenever possible, allows for the completion of training during work hours. The department also realizes that on-the-job training is an essential component of all departmental activities and encourages all employees and supervisors to share their knowledge and experiences with others.

The department further recognizes that the training programs defined in this policy are the minimum training required of DOTD employees. This policy also empowers administrators and supervisors to effectively direct the training of their staff and require

additional training where necessary to improve employee performance and departmental operations.

D. Title VI Responsibilities

- The LTRC Workforce Development Administrator and the training staff work with the DOTD Executive Staff, District Administrative Staff and DOTD Subject Matter Experts to determine the need for and adequacy of the department's training program.
- Ensure adherence with DBE program requirements in the granting of research contracts and nondiscrimination in the selection grant recipients.
- Develop procedures to promote the participation of minorities and women in all aspects of a research project.
- Verify that Title VI requirements are incorporated in all contracts and agreements.
- Gather reporting data for the Annual Title VI Update Report.
- Review internal operational procedures, guidelines, directives and policies to ensure compliance with Title VI requirements.
- Monitor accomplishments and promptly correct program area deficiencies.
- In conjunction with managers and executives, ensure that all employees have equal access to training.
- Ensure accessibility to M/W/DBE consulting/training firms to compete for contracts.
- Review directives and manuals to ensure the adherence with Title VI requirements
- Maintain program administration documentation and data necessary for preparation of Annual Title VI Update, including attendance data for NHI, and Louisiana Management courses
- Assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of sub recipients.

Program Areas Appointing Authorities Duties and Responsibilities

Environmental

- A. The Environmental Section, with the assistance of the District offices and various other Sections, is responsible for the assessment of environmental impact as it relates to the transportation decision-making process. This evaluation is carried out through the required preparation, development, and circulation of environmental documentation. For Federal-aid highway projects, this documentation is prepared for the Federal Highway Administration's (FHWA) approval prior to proceeding with the design, construction and/or maintenance of the transportation facility.

B. Operational Guidelines

For Federal-aid projects, regulations and procedures maintained by the Environmental Section are intended to meet the requirements of the National Environmental Policy Act (NEPA) and its associated regulations, as well as Executive Order 12898 on Environmental Justice. All regulations are administered by the lead federal agency, which is usually the FHWA whose regulations can be found in Title 23 CFR Part 771.

C. Environmental Process

A systematic process is used to study and evaluate all environmental aspects of a proposed project including social, economic and environmental impacts. Depending on the complexity, impacts, and scope of the project, the Environmental Section will complete the NEPA process by preparing a Categorical Exclusion (CE), Environmental Assessment (EA) or Environmental Impact Statement (EIS). These assessments are performed with regards to the interest and input of state and federal agencies, local officials, and the public.

D. Title VI Responsibilities

The Environmental Section is responsible for ensuring compliance with Title VI requirements with respect to environmental activities.

1. For projects that have the potential to adversely impact communities, the Environmental Section, or its consultants, collects data regarding the racial, ethnic, and income level of the project area to identify the presence of Limited English Proficiency communities, minority, and/or low-income populations.
2. When a Limited English Proficiency community or a minority or low income population is identified within the project area, the Environmental Section monitors compliance with Executive Order 13166 (Limited English Proficiency) and Executive Order 12898 (Environmental Justice) with input and assistance from the Project Team, the DOTD Compliance Program Director, and the FHWA.
3. Assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of sub recipients.

Public Involvement

1. Early coordination and public involvement is a major objective of project development. Public involvement and conflict resolution through public meetings, hearings, small group meetings, individual contacts, advertisements and other means are encouraged and practiced.
2. The Environmental Section is responsible for assisting the DOTD Compliance Program Director in efforts to disseminate Title VI information to the general public.
3. In accordance with the associated impacts and complexities of the project, the Environmental Section makes certain that pertinent information about a federal-aid activity is disseminated to the general public, including minority groups. Based on the nature and location of the activities, informal meetings (small group or neighborhood meetings) may be held with the minority communities impacted by the project.

Public Hearings

1. The Environmental Section advertises public hearings in accordance with established procedures approved by FHWA. The scheduling of locations and times of public hearings will be reasonably convenient for persons affected by the project.
2. All persons in attendance at public hearing are given an opportunity to express themselves either in written form or verbally. Oral comments made during the recorded comment period or at the designated recording station will be transcribed and made a part of the hearing transcript. Written comments can be submitted at the hearing or sent to the person on the project team designated to receive written comments. Written comments received within 10 days of the hearing are included in the transcript. A written transcript of the hearing is provided to the Chief Engineer, the DOTD Compliance Program Director, various Section Heads, the applicable District Administrator and FHWA for review. The transcript reflects the questions, suggestions and objections posed during the Hearing as well as submitted in writing at and after the Hearing.
3. The Environmental Section will work to ensure and record, when applicable, minority participation and involvement in Public Hearings.
4. Minority newspapers and publications, where practical, will be used in advertising public hearings.
5. All public meetings and hearing advertisements will identify the individual to contact for reasonable accommodation assistance and will carry the following or similar statement: **Should anyone require special assistance due to a disability to participate in this Public Hearing/Meeting, please contact [insert name] by mail at [address], or by telephone at [insert phone number], at least five working days prior to the Public Hearing/Meeting.**

Program Areas Appointing Authorities Duties and Responsibilities

6. The Environmental Section will assure that public meetings and hearings are held in locations that are ADA compliant.

Project Development

- A. The Project Development Division is responsible for the major activities which take place prior to construction of a project. The Division consists of the Real Estate Section, Road Design Section, Bridge Design, and Location and Survey Section.
- B. Operational Guidelines

CFR Titles 23 and 49
Louisiana Revised Statutes Chapter 48
LADOTD Engineering Directives, Policies and Procedures Memorandas, Guidelines, etc.
Road Design Manual
AASHTO Guidelines
Bridge Design Manual
ASTM
ACI
- C. The Road Design Section entails the geometric design of highways and structural design of pavements to provide our transportation network. The Bridge Design Section entails the structural design of bridges and other structures spanning highways and natural obstructions (i.e., rivers, canals, etc.). The Location and Survey Section follows numerous protocols developed for the precise location of a proposed highway and its layout in relation to other landmarks, property and/or terrain.
- D. Title VI Responsibilities:
 - All personnel actions shall assure equal opportunity regardless of race, gender, color, national origin, age, disability, or any other non-merit factor, and applies to all employment practices, including recruitment, employment, compensation, training, promotions, transfers or assignments, recognition, disciplinary actions, layoffs, other terminations, and benefits.
 - All designs of highways, bridges and their appurtenances shall provide accommodation in accordance with the Accessibility in Federally Assisted programs (49 CFR Part 37).
 - Assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of subrecipients.

Program Areas Appointing Authorities Duties and Responsibilities

Real Estate

- A. The Real Estate Section's primary purpose is to acquire and clear the necessary properties to construct and maintain the State Transportation System.

B. Operational Guidelines

Real Estate Standard Operating Policies and Procedures

Real Estate Manual

23 CFR 130

49 CFR 24

Title 38

Title 48

Title 70

C. Right Of Way Process

Right of Way acquisition follows the Real Estate Manual and all applicable laws and regulations, including Title VI/Environmental Justice. The Right of Way Process entails appraisal and appraisal review of property, negotiation of terms and conditions for acquisition and assistance in the relocation of displaced individuals, businesses, farm operations and nonprofit organizations as well as property management.

D. Title VI Responsibilities

The DOTD Title VI Liaison will review policies, rules, and standard operating procedures to ensure compliance with Title VI/Environmental Justice in all phases of right of way activities.

- Ensure participation by Minority/Women/Disadvantaged Business Enterprises as identified by the Office of Minority and Women's Business Enterprises (OMWBE) in Personal Services Contracts. The contracts are typically appraisal contracts but can cover all services of real estate including negotiation, relocation, and property management.
- Ensure participation by minority/women disadvantaged business appraisers by updates to fee appraiser directories identifying minority and female appraisers.
- Apprise affected property owners, tenants, and others involved of their rights and options regarding negotiation, relocation, condemnation and other aspects of the acquisition process.
- Conduct annual implementation reviews of Title VI provisions within the entire real estate acquisition process.

- Incorporate Title VI language and assurance statements in all surveys of property owners and tenants after the conclusion of all business.
- Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.
- Ensure comparable replacement dwellings are available and assistance is given to all displaced persons and entities by the property acquisition process.
- Coordinate the preparation of deeds, permits and leases to ensure the inclusion of the appropriate Title VI clauses (Appendices 2 and 3 to Title VI Assurances).
- Gather the statistical data required for completion of Department's Title VI Annual Summation Report including award to minority and female appraisers, number of relocations, etc.
- Assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of sub recipients.

E. Appraisal Review, Acquisition, Title Work, Consultant Coordination and Relocation Assistance

- The Real Estate Section enters into an agreement with independent real estate consultants on a contract basis or utilizes staff depending upon availability. Each consultant or staff person is required to have on file in the Real Estate Section a list of his/her qualifications, education and experience. Title VI provisions, including UASFLA and USPAP guidelines and procedures, in all fee appraiser and fee review appraiser contracts are required.
- The DOTD Compliance Programs Office will receive copies of all new Real Estate consultant contracts to ensure equal participation by minority/women disadvantaged business enterprises (DBE's); and that employment of Real Estate consultants is carried out without restrictions as to race, color, national origin, gender, age, or disability. Employment is based on professional training, education, experience, evaluation of previous work, (if any), availability to complete assignments within project schedule time limits, and effectiveness as a witness in court.
- The responsibility for selecting and employing Real Estate consultants is that the appropriate Real Estate Manager makes his/her recommendation on the consultants to be used to the Real Estate Selection Committee, subject to the final approval of the Real Estate Administrator. The consultants are required to comply with regulations relative to non-discrimination in all transportation programs.
- All consultant services and services by staff will be done without distinction as to race, color, national origin, gender, age or disability. The consultants are aware that no

discriminatory statement is to be made in appraisal reports and in any acquisition and/or relocation assistance activity report.

- All consultants and staff will be instructed to be on the alert for any indication of discrimination. If discriminatory statements are discovered, the work will be returned for correction before final acceptance.
- All assignments are made objectively, without regard to race, color, national origin, gender, age, or disability.
- Using the State and Federal appraisal, appraisal review, and acquisition procedures, a properly prepared and reviewed appraisal of fair market value of property for acquisition does not allow discrimination on account of race, color, national origin, gender, age or disability.
- Monitor compliance with Executive Order 13166, Limited English Proficiency, to improve access and understanding of transportation planning processes for those in the population confronted with language barriers through the language translation services administered by the Compliance Programs Section.
- The acquisition procedures and required documentation as set forth insures that all property owners in Louisiana are treated and dealt with fairly regardless of race, color, national origin, gender, age or disability.
- Employment of real estate professionals is based upon professional training, education, experience, licensing (if applicable) and evaluation of previous work, if any, and the ability to complete assignments within project scheduled time limits without restrictions as to race, color, national origin, gender, age, or disability.
- Abstractors are used for performing title research and title report preparation for the entire state. The hiring and assignment process for abstractors is carried out without restrictions as to race, color, national origin, gender, age, or disability.
- Relocation Assistance is provided without discrimination in accordance with Title VI requirements. Relocation services and payments, including searching activities for comparable and replacement properties, are conducted in a manner which adheres to applicable Federal and State laws.
- The Real Estate Section provides pertinent information during various stages of a highway project. The Environmental Section is furnished certain data from the Real Estate Section and/or environmental consultant for environmental impact statements (EIS). Similarly, a "Relocation Assistance Plan" is provided by the Real Estate Section and/or consultant at the "conceptual stage" of a project. This plan includes a description of the social and economic impacts of a proposed project, a projection of the number and

type of displacements to occur, and a replacement housing study. This information is updated for the requisite project public hearing.

- Eligibility for relocation advisory and payment benefits are explained at design public hearings. The Department's brochure entitled "Acquisition of Right of Way and Relocation Assistance" is also provided to attendees at these hearings. Informal public meetings are held with certain individuals including neighborhood and minority groups when necessary to address any problems a community or group may be experiencing. The "Acquisition of Right of Way and Relocation Assistance" brochure is made available at the informal meetings and attendees are assured that relocation assistance services are provided to displacees consistently, uniformly, equitably and without discrimination.
- Assistance is provided to residents in relocating to decent, safe, and sanitary replacement housing. Efforts are made to use the best available comparable housing to compute the payments for replacement dwelling for displacees. Displacees are given the opportunity to view and inspect areas to which to relocate, and displacees also have the opportunity to request assistance from the Department in this regard. Assistance is provided without restrictions as to the race, color, national origin, gender, age, or disability in the population of the selected areas. The selection process for replacement properties is overseen, and assistance given by the relocation assistance agent. The agent works closely with each displacee in a uniform manner and gives special attention to those in special need, i.e., elderly and disabled displacees. Residential displacees with physical disabilities are offered replacement housing free of physical barriers. All displaced businesses have the opportunity to utilize the "Business Reestablishment Expense Payment" program for assistance to remove physical barriers at replacement properties. Owners and occupants of displaced businesses, farms, and non-profit entities are provided assistance in securing suitable replacement properties.

F. Expropriation

1. After the Location & Survey Section provides the legal description and plat for a subject property, a staff or contract attorney signs and files the Petition, the Order of Expropriation along with the Just Compensation amount and obtains the Receipt in the appropriate court and returns the documents to the Real Estate Section.
2. Fee attorneys and expert witnesses are assigned through the contracting process by the Legal Section. The selection process is done without restrictions as to race, color, national origin, gender, age, or disability.

Program Areas Appointing Authorities Duties and Responsibilities

Construction/District Operations

- A. The Construction Section is located in the Office of Engineering. It is made up of two groups 1) System and Fabrication, and 2) Audit and Estimate.

Systems and Fabrication

Monitors projects, plans, specifications, and contracts for uniformity and consistent requirements with all Standards and LADOTD Guidelines as well as Contracts and Specifications to assure compliance with plans.

Audit and Estimate

Reviews project records for payment and compliance with LADOTD Standards and Contracts. Checks and compiles project records from the field for DBE Contract Plans and Standard specification requirements.

- B. Operational Guidelines

Louisiana Standard Specifications for Roads and Bridges
23 CFR
Guidelines developed by the LADOTD

- C. Title VI Responsibilities

- Review DBE/WBE program requirements for compliance.
- Ensure that all Standard Specifications and Contracts are uniformly administered.
- Review contracts to ensure Title VI documentation is in accordance with the requirements of the specifications.
- Assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of sub recipients.

Program Areas Appointing Authorities Duties and Responsibilities

Public Transportation

A. Public Transportation Section

The Public Transportation Section is located within the Multimodal Section of the Louisiana DOTD. The mission of the Public Transportation program is to improve public transit in all areas of the State so that Louisiana's citizens may enjoy an adequate level of personal mobility regardless of geographical location, physical limitation or economic status.

The Public Transportation Section is responsible for the administration of the following transit programs:

- Elderly Individuals and Individuals with Disabilities Program - Section 5310 (49 USC 5310)
- Job Access/Reverse Commute - Section 5316 (49 USC 5316)
- Metropolitan Planning Transit Program – Section 5303 (49 USC 5303)
- Rural Public Transportation Program - Section 5311 (49 USC 5311)
Rural Technical Assistance Program – Section 5311(b)
- State Planning and Research Program – Section 5313 (49 USC 5313{b})
- Urbanized Area Formula Grants Program – Section 5307 (49 USC 5307)
- New Freedom Program – Section 5317 (49 USC 5317)
- Capital Investments Grant Program – Section 5309 (49 USC 5309)

Each program has its own administrator and administrative guidelines under the Public Transportation Section.

B. Operational Guidelines

- FTA Circular 4702.1 “Title VI and Title VI – Dependent Guidelines for FTA Recipients
- FTA Circular 4704.1 “Equal Employment Opportunity Program Guidelines for Grant Recipients
- FTA Circular 4715.1A “Human Resource Programs (Section 20) Application and Project Management Guidelines
- FTA Circular 9030.1C “Urbanized Area Formula Program: Grant Application Instructions”
- FTA Circular 9040.1F “Nonurbanized Area Formula Program Guidance and Grant Application Instructions
- FTA Circular 9045.1 “New Freedom Program Guidance and Application Instructions”
- FTA Circular 9050.1 “The Job Access and Reverse Commute (JARC) Program Guidance and Application Instructions”

- FTA Circular 9070.1F “Elderly Individuals and Individuals with Disabilities Program Guidance and Application Instructions”
- 49 CFR Part 42, Nondiscrimination in Federally Assisted Programs of the Department of Transportation
- Americans with Disabilities Act (ADA) of 1990
- Rehabilitation Act of 1973, 29 USC 794 Section 504
- 49 CFR Parts 27, 37 and 38, implementing ADA and amending Section 504
- 49 CFR 23

Appropriate sections of:

- Section 601 of Title VI of the Civil Rights Act of 1964
- Executive Order 11246
- The Americans with Disability Act; Sections 504 and 503 of the Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- 28 CFR Part 42
- 49 CFR Part 21

Operational Guidelines for the Elderly and Persons with Disabilities Program

LA-DOTD Elderly Individuals and Individuals with Disabilities Program Procedures Manual

Operational Guidelines for the Job Access/Reverse Commute Program

LA-DOTD Job Access/Reverse Commute Program Procedures Manual

Operational Guidelines for the Section 5311 Rural Public Transportation Program

LA-DOTD Rural Transportation Program Procedures Manual

Operational Guidelines for the Section 5317 New Freedom Program

LA-DOTD New Freedom Program Procedures Manual

C. Planning Process

A coordinated transit planning process is used which incorporates input from the public, nonprofit advocacy agencies, transit service providers, Metropolitan Planning Organizations, Regional Transit Authorities, health and human services agencies, and other stakeholders / interested parties. The process also entails the monitoring and collection of data pertaining to: clients served, ridership, and transit needs.

D. Consultant Selection Process

The selection of consultants for engineering and related services is governed under RS 48:285-294 and 23 CFR 172. The selection of non-engineering professional and consulting services is governed under RS 39:1481-1526 and LAC, Title 34, Part V.

E. Contract Services Process

Contracts and specifications operate under 23 CFR, RS 48, and LAC, Titles 34 and 70

F. Procurement Process

The Procurement Process operates under 23 CFR, RS 48, and LAC, Title 34, Part I and LAC Title 70 Part XXIII

G. Title VI Responsibilities

- Ensure that all aspects of the planning process comply with the provisions of Title VI.
- Ensure public involvement in the development of the plan in compliance with Title VI.
- Assist the Title VI Coordinator in gathering and organizing the Planning portion of the Annual Title VI Update Report.
- Monitor compliance with Title VI provisions by service providers.
- Ensure that all aspects of the procurement process comply with the provisions of Title VI.
- Ensure that all aspects of the project selection process are in compliance with Title VI.
- Ensure that the quality and quantity of service provided by funded agencies is in compliance with Title VI.
- Provide information to the public on Title VI compliance by funded agencies.
- Ensure that all contracts through the Public Transportation Section have the appropriate Title VI provisions included.
- Monitor compliance with DBE program requirements in all contracts with service providers.
- Ensure that all applicable laws and specifications in the public bid process are applied uniformly, exactly and without variation.
- Assist the Title VI Program Unit in technical assistance, reviews, complaints, dissemination of Title VI information, and training of sub recipients.

Monitoring Procedures

It is the responsibility of the Title VI Program Unit to develop and implement monitoring procedures within the Department's program areas, and their sub recipients to monitor Title VI activities.

Procedures will be implemented to identify and eliminate discrimination when found to exist, including, but not limited to issues of accessibility of National Highway Institute (NHI) training to all qualified LADOTD employees, utilization of Disadvantaged Business Enterprises (DBE) contractors, public involvement, and property acquisition.

LADOTD program areas and sub recipients will be sent an Annual Review Form by the Title VI Program Unit to assure effectiveness in their compliance of Title VI provisions. The Appointing Authority of the program area or agency will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The reviews will entail examination of the recipients' adherence to all program requirements, including DBE responsibilities.

The Title VI Unit will conduct an on-site review on the Department's program areas and sub recipients on a three year rotational basis.

Remedial Action

LADOTD will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements, both within LADOTD and its sub recipients of federal highway funds. When irregularities occur in the administration of the federal-aid highway program's operation, corrective action will be taken to resolve Title VI issues. When conducting Title VI compliance reviews on its sub recipients, LADOTD will reduce to writing a remedial action agreed upon by LADOTD and FHWA to be necessary all within a period not to exceed 90 days.

LADOTD will seek the cooperation of the sub recipient in correcting deficiencies found during the review. LADOTD will also provide the technical assistance and guidance needed to aid the sub recipient to comply voluntarily.

Sub recipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

When a sub recipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the LADOTD will submit to the FHWA two copies of the case file and a recommendation that the sub recipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the sub recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the sub recipient refuses to comply, LADOTD may, with FHWA's concurrence, initiate sanctions per 49 CFR 21.

Annual Review Form – LA DOTD Program Area



LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

In accordance with Title VI of the Civil Rights Act of 1967 and 49 CFR 21, this is the **Annual Title VI Review for DOTD's Program Areas**. Please provide yes/no answers with a brief explanation. Updates, changes, and/or additions to the agency's Title VI responsibilities/activities for the program area should also be noted. It is not necessary to send the referenced material, this information will be audited during the program area's on-site review performed on a three year rotation. **Please note:** "Subrecipients" are US DOT federally funded programs, grants, companies, agencies, contracted individuals, persons receiving services, or restitution through the DOTD. (i.e., programs, MPO's, Cities/Parish, consultants, contractors, relocatees, grantees, contracted employees, material suppliers, universities, etc.)

A. Name of Program Area: _____

1. Provide the following information for the Program Area Liaison in charge of Title VI responsibilities:

Name
Phone Number
E-Mail Address

2. Give a brief overview of the program area.
3. List the Title VI Authorities pertaining to the operation of the program area.
4. List the types of programs/projects (if any), administered annually for the program area. Give the estimated amount of federal funding distributed.
5. Does the program area have a copy of the Department's current Title VI Plan and related Title VI information? Describe dissemination of the Title VI Plan and related information to the program area's subrecipients.
6. What records and/or reports does the program area maintain that specifically reflect Title VI compliance?
7. Has the program area's policies, directives, manuals, guidelines, etc., (internal and external dissemination) been reviewed and updated for compliance with Title VI responsibilities and language?

B. Complaint Procedure

1. Is the program area aware of the Department's Title VI Complaint Procedure for external discrimination complaints? To what extent is the program area's subrecipients aware of it?
2. Has the program area received any Title VI related complaints during the past year? If so, what were the issues involved, and what was the outcome? Did the Title VI Liaison assist in the complaint process?
3. Is the program area aware of the Department's Title VI Notice to the Public? To what extent is the program area's subrecipients aware of it?

C. Training

1. As the Title VI Liaison for the program area, have you received any training (formal or informal) regarding Title VI? Has the program area's staff received any training regarding Title VI?
2. Has the Title VI Liaison provided or assisted in any training regarding Title VI for subrecipients of the program area?
3. Is the program area considering scheduling Title VI training sometime soon for staff? For subrecipients?

D. Public Involvement – Meetings and Hearings

1. Does the program area have a public involvement plan? If not, to what extent are minority members (inclusive of all groups), people with Limited English Proficiency (LEP), or people with disabilities in the community, invited to participate?
2. Are Public Meetings held in an accessible location (geographically and structurally)? Are the times of the meetings in accordance with the community's needs?
3. Is the Hearing Coordinator keeping records of attendance? If so, what information is collected and how is it utilized to identify persons covered under Title VI? Is this information compared to the demographic data collected for the affected communities? Were any special provisions provided, such as interpreters, sign language, ADA accommodations?
4. Does the program area maintain records/reports that reflect the extent to which persons covered under Title VI are beneficiaries of programs receiving federal financial assistance?

E. Subrecipients

1. Is Title VI and DBE (if applicable) language, assurances and provisions included and reviewed in all solicitations, pre-grant applications, grants, bids, contracts/awards, manuals, policies, directives, guidelines, material supply agreements, deeds, permits, etc., within your program area?
2. Are DBE goals being included in contract/awards for the program area? Are they being achieved? If not, how does the program area promote the participation of certified DBE firms?
3. How does the program area assist subrecipients in contracting opportunities with DBE's?
4. How does the program area monitor subrecipients adherence with Title VI requirements? DBE requirements?
5. What proactive measures (if any), has the program area developed in Title VI compliance?

Annual Review Form – Local Agencies



LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

In accordance with Title VI of the Civil Rights Act of 1967 and 49 CFR 21, this is the **Annual Title VI Review for Local Agencies**. Please provide yes/no answers with a brief explanation, any updates, changes, and/or additions to the agencies Title VI responsibilities/activities should also be noted on this form. It is not necessary to send the referenced material such as; plans, policies, and procedures at this time. This information will be audited during your agencies on-site review that will be performed on a three year rotation.

Name of Local Agency: _____

I. Administration

A. Staff Composition and Program Administration

1. Provide breakdown of the agency's administrative staff by race, color, national origin, and gender. List their positions.
2. How many US DOT federally funded projects has the agency managed during the last two years? Include dollar amounts?
3. Has the agency designated a Title VI Coordinator? Provide the following information:

Name
Phone and Fax Numbers
E-Mail Address
How long in this position?
What Title VI training if any, has been received?
4. Does the agency have a Title VI Plan, including Policy and Assurances in place?
Describe public dissemination of your Title VI Plan.

B. Complaint Procedure

1. Does the agency have a formal Title VI Complaint Procedure and Title VI Complaint Form for external discrimination complaints? To what extent is the community aware of it?
2. Has the agency received any Title VI related complaints during the past two years? If so, what were the outcomes? Were the Title VI complaints lodged by beneficiaries or participants and what were the issues involved.
3. Does the agency have a Title VI Notice to the Public? Describe public dissemination procedure.

C. Training

1. Has the agency's staff received any training (formal or informal) regarding Title VI?
2. Is the agency considering scheduling Title VI training sometime soon? If so, when and who will present it?

II. Planning Activities

A. Public Involvement – Meetings and Hearings

1. Does the agency have a public involvement plan? If not, to what extent are minority members (inclusive of all groups), people with Limited English Proficiency (LEP), or people with disabilities in the community, invited to participate?
2. Does the agency have an Environmental Justice Policy?
3. Does the agency have a Limited English Proficiency (LEP) Guideline or Policy?
4. Are Public Meetings held in an accessible location (geographically and structurally)? Are the times of the meetings in accordance with the community's needs?
5. Is the Hearing Coordinator keeping records of attendance? If so, what information is collected and how is it utilized to identify persons covered under Title VI? Is this information compared to the demographic data collected for the affected communities? Were any special provisions provided, such as interpreters, sign language, ADA accommodations?
6. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?

III. Advertisement and Procurement of Contracts

1. How are Request for Proposals (RFP) and/or Bids solicited, and what are the requirements for submitting a proposal or bid?
2. Are Title VI assurances and provisions included in advertisements and contracts?
3. If the agency is receiving over \$250,000 in contracting dollars, the agency must have a DBE program. Does the agency have a DBE Program? If so, are DBE goals being included in contract/awards? Are they being achieved? If not, how does the agency promote the participation of certified DBE firms?
4. How does the agency monitor consultant/contractor adherence with Title VI requirements? DBE requirements?

5. Have advertisements, bids, contracts/awards, manuals, directives, guidelines, and policies been reviewed for Title VI language and assurance? DBE language and assurance?

IV. Design/Environmental Activities

1. Is the agency's Public Involvement practices being inclusive in Design and Environmental Activities when required?
2. Have Design and Environmental manuals, directives, operational procedures, guidelines, and policies been reviewed for Title VI compliance purposes?

V. Right-of-Way Activities

1. Is the agency's Public Involvement practices being inclusive in Right-of-Way Activities?
2. Are DBE goals for real estate appraisers considered? If not, what provisions have been taken to evaluate potential inclusion of DBE goals?
3. Is Title VI language being incorporated in all acquisition, negotiation, property management communications, and contracts?
4. Are Title VI language and assurance statements being included in all surveys for property owners and tenants after the conclusion of all business?
5. Are all values and communications associated with appraisals conducted in an equitable fashion?
6. Do deeds, permits, and leases contain Title VI compliance clauses?
7. Is statistical data being gathered on race, gender, color, national origin, age, disabilities, language spoken in household, for all relocatee?

VI. Construction and Maintenance Activities

1. Is Title VI compliance being monitored in consultants/contractors?
2. Does the agency perform Title VI reviews on consultants/contractors? If so, how often?
3. Does the agency provide Title VI training to consultants and contractors?
4. Are Title VI assurances being included in all advertisements, bid solicitations, contracts, subcontracts, and material supply agreements?

Annual Review Form - Metropolitan Planning Organizations



LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

In accordance with Title VI of the Civil Rights Act of 1967 and 49 CFR 21, this is the **Annual Title VI Review for Planning Organizations**. Please provide yes/no answers with a brief explanation, any updates, changes, and/or additions to the agencies Title VI responsibilities/activities should also be noted on this form. It is not necessary to send the referenced material such as; plans, policies, and procedures at this time. This information will be audited during your agencies on-site review that will be performed on a three year rotation.

Name of Planning Organization: _____

I. Administration

A. Staff Composition and Program Administration

1. Provide breakdown of the administrative staff by race, color, national origin, and gender. List their positions.
2. List the Board of Directors by race, color, national origin, and gender. Identify the voting members.
3. How are Citizen Advisory Committee Members selected? How long is their term? Provide list of committee members indicating race, color, national origin, gender, and positions.
4. Describe the various programs administered by the agency and their funding sources.
5. Has the agency designated a Title VI Coordinator? Provide the following information:

Name
Phone and Fax Numbers
E-Mail Address
How long in this position?
What Title VI training if any, has been received?
6. Does the agency have a Title VI Plan, including Policy and Assurances in place? Describe public dissemination of your Title VI Plan.

B. Complaint Procedure

1. Does the agency have a formal Title VI Complaint Procedure and Title VI Complaint Form for external discrimination complaints? Describe public dissemination of your Title VI Complaint Procedure.
2. Has the agency received any Title VI related complaints during the past two years? If so, what were the outcomes? Were the Title VI complaints lodged by beneficiaries or participants and what were the issues involved.
3. Does the agency have a Title VI Notice to the Public? Describe public dissemination of your Title VI Notice to the Public.

C. Training

1. Has the agency's staff received any training (formal or informal) regarding Title VI?
2. Is the agency considering scheduling Title VI training sometime soon? If so, when and who will present it?

II. Planning Activities

A. Public Involvement – Meetings and Hearings

1. Does the agency have a public involvement plan? If not, to what extent are minority members (inclusive of all groups), people with Limited English Proficiency (LEP), or people with disabilities in the community, invited to participate?
2. Does the agency have an Environmental Justice Policy?
3. Does the agency have a Limited English Proficiency (LEP) Guideline or Policy?
4. Are Public Meetings held in an accessible location (geographically and structurally)? Are the times of the meetings in accordance with the community's needs?
5. Is the Hearing Coordinator keeping records of attendance? If so, what information is collected and how is it utilized to identify persons covered under Title VI? Is this information compared to the demographic data collected for the affected communities? Were any special provisions provided, such as interpreters, sign language, ADA accommodations?
6. Have planning manuals, directives, guidelines, and policies been reviewed for Title VI compliance purposes?

B. Advertisement and Procurement of Contracts

1. How are Request for Proposals (RFP) and/or bids solicited, and what are the requirements for submitting a proposal and/or bid?
2. Are Title VI assurances and provisions included in advertisements and contracts?
3. If the agency is receiving over \$250,000 in contracting dollars, the agency must have a DBE program. Does the agency have a DBE program? If so, are DBE goals being included in contract/awards? If so are they being achieved? If not, how does the agency promote the participation of certified DBE firms?
4. How does the agency monitor consultant/contractor adherence with Title VI requirements? DBE requirements?
5. Have advertisements, bids, contracts/awards, manuals, directives, guidelines, and policies been reviewed for Title VI language and assurance? DBE language and assurance?

On-Site Review Process

A Title VI on-site review will be performed on DOTD's program areas and subrecipients, on a three year rotational basis beginning July 1 of each year. The Title VI Program Manager will also participate in FHWA reviews of the Department's subrecipients, as scheduled.

Process:

1. The Title VI Program Manager will determine when to schedule the review. Reviews are scheduled on a three year rotation, unless indicated otherwise through involvement, participation in, or complaints.
2. Notify program official of the review. Include date, time, and place. If personnel are to be interviewed, inform program official at this time.
3. Inform program official of data/records to be reviewed. This information will be based on the annual review questionnaire. For example; reporting, training for staff and outreach, environmental justice statistics and geographical data collected, LEP, ADA, etc.
4. Conduct the review and closeout meeting. Discuss review findings, deficiencies, and recommendations. Be sure to note pro-active activities.
5. Prepare the Title VI Review Report. Include an itemized listing of deficiencies, with specific recommendations for the correction and timeframes for corrections to be completed. The Title VI Program Unit will provide technical assistance and guidance needed to aid the program official and staff in correcting deficiencies.
6. Perform a follow-up review within 60 days after deficiency corrections found in the initial review have been made to determine compliance with the Title VI Program requirements.
7. A copy of the initial review and 60 day follow-up meeting determinations will be sent to the Louisiana Division of the Federal Highway Administration within 30 days of completion of the follow-up meeting.
8. If program official does not correct the deficiencies within the time required, the Title VI Program Manager will involve the Compliance Programs Director for resolution. If resolution cannot be achieved within 15 days, the Compliance Programs Director will involve the Secretary of the DOTD.

On-Site Review Checklist

TITLE VI SUPPORTING DOCUMENT CHECKLIST

In order to comply with Title VI, 23 CFR 200.9, review/approval of the following documentation will be required during the on-site review (where applicable):

FHWA Approved Title VI Plan

This should include, but not limited to the following, the Agency's:

- Policy Statement – Signed by the Agency Director
- Title VI Authorities
- Title VI Assurances – Signed by the Agency Director
- Organization and Staffing Chart
- Program Administration – General
- Agency's Title VI Responsibilities – According to Population Served
- Title VI Coordinator Responsibilities
- Agency's Title VI Monitoring Procedures for Grantees
- Agency's Annual Reporting and Review Requirements for Grantees
- Title VI Plan should Address:
 - Public Involvement
 - Limited English Proficiency (LEP)
 - Environmental Justice (EJ)
 - ADA/ Section 504 – Self Evaluation and/or Transition Plan (if applicable)
 - DBE Requirements
- Title VI Complaint Process and Form
- Appendices – i.e., List of Grantees, Grantee's Review Questionnaire, Clauses, etc.

Notices to Public Regarding:

- Title VI Plan – Notification of Rights
- Complaint Process and Complaint Form
- LEP Plan
- Public Involvement Plan
- Environmental Justice Plan
- ADA Section 504 – Self Evaluation (if applicable), and/or Transition Plan

Records on Hand for Review:

- List of Title VI Complaints
- List of Title VI Lawsuits
- Latest Annual Review for Agency performed by DOTD
- Title VI Training Records (given by or received from) the Agency
- Annual Review Records for Agency's grantees
- Review for Title VI Language - Agreements/Contracts, Real Estate, Deeds, Licenses, Permits, Manuals, Directives, Guidelines, Policies, etc.
- Statistic Records performed for Public Involvement

Nondiscrimination Complaint Procedures and Complaint Form

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Federal Aid Highway Act of 1973 (23 U.S.C. 324) Civil Rights Restoration Act of 1987, The 1970 Uniform Act (42 U.S.C. 4601), and the Americans with Disabilities Act of 1990, Executive Order 12898 Environmental Justice, and Executive Order 13166 Limited English Proficiency relating to any program or activity administered by LADOTD as to subrecipients, consultants, and contractors.

Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Specialist may be utilized for resolution.

Complaint Procedure

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the LADOTD's Compliance Programs Office (CPO). A formal complaint must be filed within 180 calendar days of the alleged occurrence.
2. Upon receipt of the complaint, the CPO will determine its jurisdiction, acceptability, need for additional information, and investigative merit of the complaint. In cases where the complaint is against one of LADOTD's subrecipients of federal highway funds, the Department will assume the jurisdiction and will investigate and adjudicate the case.
3. Once the CPO decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will then be logged in the CPO's records identifying the basis of the complaint; race, color, national origin, gender, age, LEP, or disability/handicap.
4. In cases where LADOTD assumes the investigation of the complaint, the CPO will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days to furnish the CPO his/her response to the allegations.
5. Within 50 calendar days of receipt of the complaint, the LADOTD's investigator* will prepare an investigative report for the Compliance Programs Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition. *This can be the Program Area Title VI Liaison or LADOTD's Title VI Program Unit.
6. Once LADOTD's investigative report becomes final, the parties will be properly notified of the outcome and appeal rights.
7. LADOTD's investigative report and a copy of the complaint will be forwarded to FHWA, within 60 calendar days of the receipt of the complaint.
8. If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal LADOTD's determination to the FHWA Louisiana Regional Office, USDOT or USDOJ. Appeals must be filed within 180 days after LADOTD's final resolution. Unless new facts not previously considered come to light, reconsideration of LADOTD's determination will not be available.
9. LADOTD will serve as appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by a LADOTD subrecipient. LADOTD will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.

Louisiana Department of Transportation and Development

Title VI Discrimination Complaint Form

Name	Phone	Name of Person(s) Who Discriminated Against you.
Address (Street No., P.O. Box, Etc.)		Location and Position of Person (If known)
City, State, Zip		City, State, Zip
Discrimination Because Of: __Race/Color __Gender __Disability __Age __National Origin __Retaliation		Date of Alleged Incident
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved and witnessed the discrimination. Be sure to include how other persons were treated differently than you. Attach any written material pertaining to your case.		
Signature		Date

Please return this form to: **Compliance Programs Office**
P.O. Box 94245
Baton Rouge, LA 70804-9245

Telephone Number: (225) 379-1382
Fax Number: (225) 379-1865

Limited English Proficiency (LEP) Program

The Title VI Unit is responsible for developing and implementing a LEP Plan. The LEP Plan is disseminated to the Department's program areas and subrecipients and used in monitoring programs and activities to ensure meaningful access for LEP persons. (refer to: LA DOTD's Limited English Proficiency Plan)

The Title VI Manager is the Department's Language Access Coordinator (LAC). The duties include:

- Ensure identification and securing of existing and needed resources (in-house, new hires contract, resource sharing with other agencies, volunteers, or other) to provide oral and written language services;
- Identify and develop or recommend guidelines to implement the Plan;
- Identify criteria for designation of languages for initial round of translation, based on demographic data;
- Create systems to distribute translated documents, post electronically, and maintain supply;
- Identify training needs and provide for training to LEP Monitors, staff, and managers needing to use language services, as well as language service providers on staff;
- Establish protocols for ensuring quality, timeliness, cost-effectiveness, and appropriate levels of confidentiality in translations, interpretation, and bilingual staff communications;
- Identify and implement a system for receiving and responding to complaints;
- Exchange promising practices information with divisions, districts and residencies;
- Review the progress of LA DOTD on an annual basis in providing meaningful access to LEP persons, develop reports, and modify [recommending modification to] LEP Guidelines as appropriate;

LEP Monitors – In addition, the Compliance Programs Director, the Title VI Unit and Title VI Interdisciplinary Team will serve as LEP Monitors for sections and districts.

LEP Monitor duties include:

- Work with the LEP Coordinator to identify needs and strategies for meeting those needs so that staff will have access to appropriate language services;
- Ensure the facility's compliance with the LEP Guidelines, including any implementation;
- Provide training to facility staff on implementation of LEP Guidelines;
- Establish and maintain the facility's language assistance resource list, ensuring competency; revise the list as needed;

- Maintain data on requests from LEP persons and provide reports to management and the LEP Coordinator on an annual basis;

LA DOTD will conduct a survey to determine the level of internal resources we have for language services. This survey will seek to find out what languages are spoken by staff in addition to English; whether the individual can read, write and/or speak the language; and the level of fluency. The results of this assessment will be made available to all LA DOTD sections and district offices.

Training:

LA DOTD staff members and subrecipients should know their obligations to provide meaningful access to information and services for LEP persons, and all persons in public contact positions should be properly trained. An effective training objective will include training to ensure that:

- LA DOTD staff and subrecipients know about LEP policies and procedures;
- LA DOTD and subrecipients will include this training as part of the orientation provided for new employees.

Management staff, even if they do not interact regularly with LEP persons, should be fully aware of and understand the plan so they can reinforce its importance and ensure its implementation by staff. As mentioned above, training will be provided by the Title VI Unit and the Compliance Programs Director.

Environmental Justice Requirements

Data Collection

Statistical data on race, color, national origin, income, language spoken in household, and gender of participants in, and beneficiaries of LADOTD programs, e.g., relocatees, impacted citizens, and affected communities, will be gathered and maintained by the Title VI Liaison in the affected program areas, and the data will be incorporated in the Title VI Annual Update. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI Program administration.

Public Dissemination

The Compliance Programs Office will disseminate Title VI Program information to LADOTD program areas, subrecipients, as well as the general public. Public dissemination will include the LADOTD Website, posting of public statements, inclusion of Title VI language in contracts, and publishing annually the Title VI Policy Statement in newspapers having a general circulation in the vicinity of proposed projects and announcements of hearings and meetings in minority publications (see Addendum 3).

LA DOTD Title VI Notice to Public

LADOTD hereby gives public notice that it is the policy of the department to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, Limited English Proficiency (LEP), age, disability/handicap, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which LADOTD receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the LADOTD. Any such complaint must be in writing and filed with the LADOTD Title VI Program Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the Compliance Programs Office by calling (225) 379-1382.

E. Operational Guidelines

All operational guidelines to regions, contractors, subrecipients, and program areas will be reviewed to include Title VI language, provisions, and related requirements where applicable.

F. Training Program

Title VI training will be made available bi-annually to subrecipients, and the Department's program areas and regions. The training will provide comprehensive information on Title VI provisions, its application to program operations, and identification of Title VI issues and resolution of complaints. A summary of training conducted will be reported in the annual summation report.

G. Annual Reports

An Annual Summation Report will be submitted to the Director of Compliance Program Office reviewing Title VI accomplishments achieved during the year and the FHWA. The Report will also include updates for each of the program areas (if any). The Title VI Program Manager will be responsible for coordination and preparation of the report.

A summary of the annual reviews will be included in the annual summation report to FHWA.

I.**J. Post-grant Reviews**

Post-grant Title VI Compliance reviews will be conducted annually on consultants and other contractors seeking contracts with LADOTD. The reviews will determine the contractor's compliance with Title VI contractual provisions. Post-grant reviews are conducted on those subrecipients that have already received LADOTD federal funds.

Appendix 1

Agreements/Contracts

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agree as follows:

1. Compliance With Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOTD), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, gender, or national origin, age, limited English proficiency (LEP), or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, gender, age, disability/handicap, LEP, or national origin.

4. Information and Reports: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Louisiana Department Of Transportation and Development or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Louisiana Department of Transportation and Development, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Louisiana Department of Transportation and Development shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions: The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the Louisiana Department of Transportation and Development or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Louisiana Department Of Transportation and Development to enter into such litigation to protect the interests of the Louisiana Department of Transportation and Development and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Appendix 2

Real Estate

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Louisiana Department Of Transportation and Development will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Louisiana Department of Transportation and Development all the right, title and interest of the Department of Transportation in and to said lands described in Addendum "1" attached hereto and made a part hereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto Louisiana Department Of Transportation and Development and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the transportation program of the Louisiana Department of Transportation and Development, its successors and assigns.

The Louisiana Department of Transportation and Development, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, or national origin, age, gender, limited English proficiency (LEP), or disability/handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over or under such lands hereby conveyed, (2) that the Louisiana Department of Transportation and Development shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21,

Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction..*

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Appendix 3

Licenses, Leases, Permits, Deeds, etc.

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Louisiana Department of Transportation and Development pursuant to the provisions of Assurance 7a.

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this lease for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc., as appropriate) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination of Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

That in the event of breach of any of the above nondiscrimination covenants, the Louisiana Department of Transportation and Development shall have the right to terminate the lease and to re-enter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, the Louisiana Department of Transportation and Development shall have the right to re-enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Louisiana Department of Transportation and Development and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the Louisiana Department of Transportation and Development pursuant to the provisions of Assurance 7b.

The (grantee, licensee, lessee, permittee, etc., as appropriate) for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person on the grounds of race, color, national origin, age, gender, limited English proficiency (LEP), or disability/handicap shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of

any improvements on, over or under such land and the furnishing services thereon, no person on the grounds of race, color, gender, age, national origin, or handicap/disability shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the (grantee, licensee, lessee, permittee, etc., as appropriate) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

That in the event of breach of any of the above nondiscrimination covenants, Louisiana Department of Transportation shall have the right to terminate the lease and to re-enter and repossess said land and the facilities thereon, and hold the same as if said lease had never been made or issued.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, the Louisiana Department of Transportation and Development, shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of State and its assigns.

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

LADOTD INTERDISCIPLINARY TEAM PROGRAM AREA LIAISONS

In order to provide interaction between the Department's organizational units and program areas in regard to Title VI compliance, the Department has implemented a Title VI Interdisciplinary Team (I-Team). The I-Team consists of staff from each of the Department's organizational units and program areas who serve as Title VI Liaisons for the Title VI Program Manager

Planning – Robin Romeo; 225-379-1208

Public Involvement/Meetings

Project Development – Vincent Russo; 225-379-1304

Design – Bridge and Road

Enhancement Program

Off-System Program

Contract Services – Ed Wedge; 225-379-1404

Consultant Contract Services

Project Control

Contracts and Specifications

LA Transportation Research Center – Harold Paul; 225-767-9131

Training

HBCU's

Environmental – Noel Ardoin; 225-379-4501

Public Involvement/Meetings

Real Estate – Charles Hudson; 225-237-1225

Right-of-Way

Expropriations

Construction – Brian Buckle; 225-379-1503

Public Transportation – Donna Lavigne; 225-274-4302

METROPOLITAN PLANNING ORGINIZATIONS

Alexandria

LADOTD District 08

Rapides Area Planning Commission (RAPC)

P.O. Box 7586
Alexandria, La. 71306
Phone: (318) 487-5401
Fax: (318) 487-5406
<http://www.rapidesplanning.com>

Executive Director: John Miller, Jr.
E-mail: rapc@cox-internet.com

Transportation Planner: Matt Johns
E-mail: matt@rapc.info

Baton Rouge

LADOTD Districts 61&62

Capital Region Planning Commission (CRPC)
333 N. 19th Street
Baton Rouge, La. 70821
Phone: (225) 383-5203
Fax: (225) 383-3804
<http://www.crpc-la.org>

Executive Director: Don W. Neisler
E-mail: Dneisler@brgov.com

Transportation Planner: Nath Ponnapu
E-mail: Nponnapu@brgov.com

Director of Planning: R.J. Goebel
E-mail: Rgoebel@brgov.com

Transportation Planner: Ven Iragavarapu
E-mail: Virgavarapu@brgov.com

Transportation Planner: Huey Dugas
E-mail: Hdugas@brgov.com

Transportation Planner: Kuan Vemuri
E-mail: Kvemuri@brgov.com

Houma

LADOTD District 02

South Central Planning and Development Commission
P.O. Box 5058 West Main
Gray, La. 70359
Phone: (985) 851-2900
Fax: (985) 851-4472
<http://www.scpdc.org>

Executive Director: Kevin Belanger
E-mail: kevin@scpdc.org

Planner II: Scott Leger
E-mail: scott@scpdc.org

MPO Administrator: Kevin Ghirardi
E-mail: ghirardi@scpdc.org

Terrebonne Parish Consolidated Government
P.O. Box 6097
Houma, La. 70361
Phone: (985) 873-6569

Planning Director: Patrick Gordon
E-mail: pgordon@tpcg.org

Lafayette
LADOTD District 03

Lafayette City-Parish Consolidated Government
Planning, Zoning, and Codes Department
101 East Cypress Street
Lafayette, La. 70502
Phone: (337) 291-5000
Fax: (337) 291-8003
<http://www.lafayettelinc.net>

Executive Director: Robert Benoit
E-mail: Rbenoit@lafayettegov.net

Planner II: Johnny Orgeron
E-mail: jorgeron@lafayettegov.net

Planning Manager: Mike Hollier
Phone: (337) 291-8016
E-mail: Mhollier@lafayettegov.net

Planner I: Mickey Briggs
Phone: (337) 291-8008
E-mail: Mbriggs@lafayettegov.net

Planner II: Mike Leblanc
Phone: (337) 291-5000
E-mail: Mleblanc@lafayettegov.net

Transit Planner: Terry Hurd
E-mail: Thurd@lafayettegov.net

Planning Facilitator: Kirk Trahan
E-mail: Ktrahan@lafayettegov.net

Traffic Engineer: Vijay Kunada
E-mail: Vkunada@lafayettegov.net

Lake Charles
LADOTD District 07

Imperial Calcasieu Regional Planning and Development Community (IMCAL)
P.O. Box 3164
Lake Charles, La. 70601
Phone: (337) 433-1771
Fax: (337) 433-6077
<http://www.imcal.org>

Executive Director: James Porter
E-mail: james@imcal.org

Transportation Director: Abe Fontenot
E-mail: abe@imcal.org

Senior Economic Developer: Randy Miller
E-mail: randy@imcal.org

Transportation Planner II: Dwight Minton
E-mail: Dwight@imcal.org

Monroe

LADOTD District 05

Ouachita Council of Governments
1913 Stubbs Avenue
Monroe, La.
Phone: (318) 387-2572
Fax: (318) 387-9054
<http://www.northdelta.org>

Executive Director: David Creed
E-mail: david@northdelta.org

Transportation Planner: Doug Mitchell
E-mail: doug@northdelta.org

New Orleans

LADOTD District 02

Regional Planning Commission (NORPC)
1340 Poydras Street, Suite 2100
New Orleans, La. 70112
Phone: (504) 568-6611
Fax: (504) 568-6643
<http://www.norpc.org>

Executive Director: Walter Brooks
Phone: (504) 568-6611
E-mail: rpc@norpc.org

Senior Planner: Walter F. Bost, Jr.
Phone: (504) 568-6622
E-mail: wboost@norpc.org

Principal Planner: Jeffrey Roesel
Phone: (504) 568-6811
E-mail: jroesel@norpc.org

Senior Trans. Planner: Karen Parsons
Phone: (504) 568-6620
E-mail: kparsons@norpc.org

Shreveport

LADOTD District 04

North West Louisiana Council of Governments
401 Market Street, Suite 460
Shreveport, La. 71101
Phone: (318) 841-5950
Fax: (318) 841-5952
<http://www.nwlainfo.com>

Executive Director: J. Kent Rogers
E-mail: kr Rogers@nlcog.org

Trans. Planning Manager: Chris Petro
E-mail: cpetro@nlcog.org

Urban Planner: Liza Long
E-mail: ldlong@nlcog.org

LOUISIANA MAYORS AND CITIES

Bossier

Lorenz Walker
P. O. Box 5337
Bossier City, LA 71171-5337

Shreveport

Cedric Glover
505 Travis Street, Suite 200
Shreveport, LA 71101

Phone: (318) 741-8501

Lake Charles

Randy Roach
326 Pujo Street, 10th Floor
Lake Charles, LA 70601
Phone: (337) 491-1201

West Monroe

Davie Norris
2305 N. 7th Street
West Monroe, LA 71291
Phone: (318) 396-2600

Alexandria

Jacques Roy
P. O. Box 71
Alexandria, LA 71309
Phone: (318) 449-5000

Hammond

Mayson H. Foster
P. O. Box 2788
Hammond, LA 70404-2788
Phone: (985) 277-5605

Phone: (318) 673-5050

Monroe

James E. Mayo
P. O. Box 123
Monroe, LA 71210
Phone: (318) 329-2310

New Orleans

C. Ray Nagin
1300 Perdido Street, Rm. 2E10
New Orleans, LA 70112
(504) 658-4900

Lafayette

Joey Duel – Parish President
P. O. Box 4017-C
Lafayette, LA 70502
Phone: (337) 291-8300

East Baton Rouge

Melvin “Kip” Holden
222 St. Louis Street, Rm. 301
Baton Rouge, LA 70802
Phone: (225) 389-3100

Historically Black Colleges and Universities (HBCU's)

Dillard University
Grambling State University
Southern University and Agricultural and Mechanical College
Southern University, New Orleans
Southern University, Shreveport

Xavier University of Louisiana